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**Deadline
Extended**

June 30 Data Submission for State Funding

FY 2005 SAIS-Student Details Due Date for Submitting State Funding Data Extended Until June 30, 2005!

Per School Finance memorandum 05-055, School Finance is suspending their May 31, 2005 deadline regarding the final submission date of student detail data that affects state funding for fiscal year 2005. However, it is important to note that this suspension will only apply to the 2004-2005 fiscal year, as May 31 will remain the final submission deadline of student detail data in subsequent fiscal years.

The new deadline for Fiscal Year 2005 is June 30, 2005 and the end of year state-wide aggregation will be based on student detail data successfully submitted prior to 5:00 p.m. on this date. This is for all ADM, SPED, and ELL data submissions.

While the deadline date for the submission of data related to School Finance has been extended, we wish to reiterate that we strongly believe it to be in the best interests of districts and charters to confirm that all information in SAIS that is related to ADM, SPED, and ELL funding is confirmed as being complete and accurate, as well as being free of failures in SAIS integrity processing, well in advance of designated deadlines.

In addition, please note that the June payment will be based on the data submitted by 5:00 p.m. on May 31, 2005. Corrections to charter state aid and district growth based on submissions successfully submitted by the 30th of June will be recalculated and the adjustments will be made in the fall.

Any corrections required after this deadline can be requested through a standard request according to ARS § 15-915.

Please see entries relating to this memorandum at the following locations:

<http://www.ade.az.gov/schoolfinance/Memos/FY2004-2005/>

<http://www.ade.az.gov/schoolfinance/BulletinBoard/>

Please note that the other deadlines previously set remain the same (Year End due date of July 31, 2005 for example). Please see the April 2005 edition of *Inside SAIS* for more information.

UE Grade Code for 2006

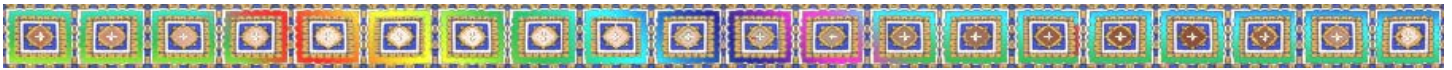
FY 2006 UE Grade Code Designation Must Reflect Full-Time KG Program

Beginning in FY 2006, the 'UE' grade code designation will only be allowed for those students who are of KG age and who have a Group-B SPED participation.

KG age students with Group B-SPED participation that are reported with a grade code value of 'UE' must be in a full-time KG program per the below statute:

Per ARS 15-901.2.b.i:

...ungraded group B children with disabilities who are at least five, but under six, years of age by September 1 must be enrolled in an instructional program that meets for a total of at least six hundred ninety-two hours during the minimum number of days required in a school year as provided in section 15-341. In fiscal year 2001-2002, the program shall meet at least six hundred ninety-six hours. In fiscal year 2002-2003, the program shall meet at least seven hundred hours. In fiscal year 2003-2004, the program shall meet at



least seven hundred four hours. In fiscal year 2004-2005, the program shall meet at least seven hundred eight hours. In fiscal year 2005-2006 and in each fiscal year thereafter, the program shall meet at least seven hundred twelve hours.

The complete ARS Title 15 – Education Statutes are available online at:

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=15>



Enrollment Deletes

All membership associated data is deleted with an enrollment delete (including absences and attendance). If you submit an enrollment delete, then "re-submit" the student, you must also resubmit all appropriate membership related data again. Please note that Needs (SPED and ELL, ELL Assessments, etc.), Support Programs, Community College, IEP, and Test Labels (for FY 2006) data is not deleted when an enrollment delete is submitted for a student.

An enrollment delete can be a dangerous transaction. Some vendors use this as a refresh tool to resubmit all data again after every change in their systems. ADE frowns upon this practice for a few reasons including unnecessary load on SAIS and the danger of the LEA missing data due to failed transactions, etc. Please be cognizant of your SMS data being in sync with what is on the SAIS database if you or your vendor use the enrollment delete transaction.



Fiscal Year 2006 Charter School Enrollment Packet

The ADE School Finance Unit is pleased to announce the availability of the Fiscal Year 2005-2006 Charter School Enrollment Packet. The enrollment packet is only available in electronic format through the ADE School Finance website. For your convenience, a direct link to this web page is:

<http://www.ade.az.gov/schoolfinance/Forms/CSEnrPac/Default.asp>

The charter is strongly encouraged to begin review of all five documents that comprise the Fiscal Year 2005-2006 Charter School Enrollment Packet. Each document contains critical information concerning deadlines, submission requirements, and instructions for documentation that must be returned direct to ADE School Finance.

The first reporting requirement deadline for release of any Fiscal Year 2005-2006 State Aid is on or before 5:00pm, Tuesday, June 21, 2005.

Please refer to the *Charter School State Aid Requirements Checklist*. For your convenience, a direct link to that specific document of the Charter School Enrollment Packet is:

<http://www.ade.az.gov/schoolfinance/Forms/CSEnrPac/StateAidReqsChecklist.pdf>

If additional assistance is required, please contact the School Finance Unit, Arizona Department of Education, at (602) 542-5695 or via email to SchoolFinance@ade.az.gov



Calendar Application Instruction Manual

The LEA Calendar Application (under Common Logon) is now open and available to accept FY 2006 calendar entries. A revised Calendar instruction manual has been posted for your convenience at:

http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/Manual.pdf

This in-depth guide has all calendar related information in it, including information on the changes for the Calendar Application for FY 2006.



Initial IEP: "In-By-Three"

When you develop an initial IEP for a child preparing to enter your preschool program, you must remember to enter the date of that IEP meeting into the SAIS system. This date establishes

Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for *Inside SAIS* and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

Back issues of *Inside SAIS* are available for reference on the ADE web site at <http://www.ade.az.gov/sais/>



the date FAPE was made available to the child and helps you with your “In-by-three” percentage. This date is in addition to the initiation of services date. Please check your data to be sure the initial IEP meeting date is being entered for your preschool children. You do not have to do this for any other age group – just preschoolers.

Also note that at this time, the SAIS system only collects Initial IEP transactions where the Initial IEP meeting date falls into the current fiscal year, FY 2005 (*In future years, it will be possible to report Initial IEP data in the prior fiscal year – specifics on how this can be accomplished will be published in documentation and in a future edition of **Inside SAIS***).

Here are two scenarios for FY 2005 and their transaction level expected results:

Scenario 1:

Initial IEP meeting date = 5/25/2004
Proposed service start date = 9/1/2005
Result: Transaction will fail

Scenario 2:

Initial IEP meeting date = 7/25/2004
Proposed service start date = 9/1/2005
Result: Transaction will pass



Most Common Integrity Errors for FY 2005 (as of 5/20/2005)

- 1) –43204; Student has NEITHER a year end status NOR a withdrawal that is not followed by a readmission.
- 2) –44401; Student must have an Assessment within the current or past fiscal year of the language program start date.

- 3) –44402; Most recent Assessment did not show student to be ELL.
- 4) –44103; Student may have only a partial absence on first day of membership or withdrawal day.
- 5) –44347; There must be a corresponding Grade membership for each day of an ELL service.



SAIS – Student Details Forums to Resume in August 2005

Thank you to all constituents who attend and participated in the SAIS – Student Details Forums and Workshops this past year. These events have been well attended and a very valuable source of information for LEAs, Vendors, and ADE alike.

The SAIS – Student Details Forums will be resumed in August 2005. Please see future editions of ***Inside SAIS*** for specific times and locations.



SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to InsideSAIS@ade.az.gov

Congratulations to the following who recently received a SAIS Appreciation Award!

Helen Hugo, ADE - MIS

Claire Nyce, Education Technology Consortium



Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

MIS Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>